

## QSAC – FACILITIES AND EQUIPMENT – APPENDIX F

---

Do your facilities and equipment support the full range of your services? Facilities and equipment are designed to carry out the full range of services to meet the needs of the community as determined by the library's long-range plan. Facilities need to allow for flexibility of service, for growth, and for changing priorities in service. Libraries that are conveniently and visibly located, accessible to all members of the community, comfortable, and safe invite users inside to take advantages of library services.

---

### Facilities & Building Resources

#### Facilities

- [Equipment and Facilities Management Wiki](#) of the American Library Association.
- [Facility Planning Section](#) of Libris Design, a library facility-planning database.
- *Managing Facilities for Results: Optimizing Space for Services* by Cheryl Bryan. Chicago: PLA, 2007.
- [National Teen Space Guidelines](#) by YALSA, Young Adult Services Association, 2012.

#### Buildings

- *Checklist of Library Design Considerations* by William Sannwald. Chicago, ALA 2008.
- *Library Security: Better Communication, Safer Facilities* by Steve Albrecht, ALA Editions, 2015.
- [Public Library Space Needs](#), a planning outline developed by the Wisconsin Department of Instruction

#### ADA

- [ADA Accessibility Guidelines for Buildings and Facilities \(ADAAG\)](#)
- [ADAAAG Internal Signage](#)
- U.S. Department of Justice [ADA Guide for Small Towns](#)

#### Disaster Planning

- Council of State Archivists (CoSA) [Emergency Preparedness Initiative](#)
- CoSA [Pocket Response Plan](#)
- National Network of Libraries of Medicine [Emergency Preparedness & Response Toolkit](#)
- [Sample Disaster and Emergency Plan for Alabama Public Libraries](#)

- [Library Disaster Plan Template](#) from the California Preservation Program
- See also [Collection Development – Appendix D](#) for Collection Disaster Planning – policies and plan development

## **Lighting**

- *The IESNA Lighting Handbook*, by David Dilaura, et. al. New York: Illuminating Engineering Society of North America, 2011.

## **Green Buildings: Conservation and Energy Efficiency**

- U.S. Department of Energy [Energy Savers](#)
- [U.S. Green Building Council](#) – information on LEED standards
- [International Dark Sky Association](#) – information on dark sky lighting standards

## **Additional Resources**

- [Facilities - PDF](#)
- [Structural Design - PDF](#)
- [Infrastructure - PDF](#)
- [Space Allocation - PDF](#)
- [Public Safety - PDF](#)
- [User Support - PDF](#)
- [Furniture, Furnishings, Equipment - PDF](#)
- [Building Maintenance - PDF](#)
- [Staff Support - PDF](#)

---

Updated 03/05/2015

[Library of Michigan](#)  
Department of Education